EDM Submissions FAQs

What is an EDM Submission?

An **EDM Submission** is a document that is an *attachment* to the submission to HRSA. The attachment is submitted through the **Electronic Document Management (EDM)** system.

Why is the report I submitted appearing in the Submissions - Incomplete List page?

HRSA may send a submission back to you if additional information is needed. The status will appear as **Change Requested.**

Follow the steps below to re-submit the submission:

1. In the **Submissions - Incomplete List** page, locate the submission in **Change Requested** status.
2. Click the Start or Edit link in the **Options** column. The **EDM Submission** page will open.
3. The HRSA Reviewer's comments as to what needs to be changed will appear in the **Last Comment** section toward the top of the page.
4. Delete the attachments that need to be updated.
5. Upload the revised attachments, based on the HRSA reviewer's feedback.
6. Once all changes have been made, click the **Submit to HRSA** button to submit the revised submission. The **EDM Submission - Confirmation** page will open.
7. Click the **Confirm** button to complete the process. The **Submissions - Incomplete List** page will open. You will receive a Success message that the submission has been submitted successfully. To locate the submitted report, click on the **Recently Completed** tab.

Why don't I see a report that I think should be there?

You may not have the appropriate permissions to access the report. Use the following steps to request permissions to the report.

1. Go to the **HRSA Electronic Handbooks** home page and click the **Grants** tab.
2. On the **My Grant Portfolio - List** page, click the Add Grant to Portfolio button under the page title.
3. When the **Add Grant to Portfolio** page opens, select the **Request Grant Access** option and click the **Continue** button. The **Request Grant Access - Select Grants** page opens.
4. You can request access to one or multiple grants -
   a. To request access to a single grant, locate the grant and then click the Request Access link in the **Options** column. The **Grant Access - Request** page opens.
   b. To request access to multiple grants, click in the selection check boxes for the Grants to which you are requesting access, and then click the **Request Access** button at the bottom of the page. The **Grant Access - Request** page opens.
5. In the **Comments** box, enter your reason for requesting access or other relevant information.
6. Select the privileges you are requesting by clicking in the appropriate check boxes.
7. Click the **Request Access** button. The **Grant Access - Request Results** page opens with a "Success" banner.

Once you have obtained the appropriate permissions to access the report, and the report still does not appear as expected, please contact the HRSA Contact Center.

How do I edit an existing submission?

- On the Tasks tab, select the **Edit** context menu option for the submission you want to edit.
      OR

1. On the Tasks tab, click the Submissions link in the left navigation panel.
2. Select the **Edit** context menu option for the submission you want to edit.

How do I access a submitted submission?

1. On the Tasks tab, click the Submissions link from the left navigation panel.
2. Click the Recently Completed tab or the All tab and search for a submission.

How can I print?

To print an EHB page, click the print icon in the bottom toolbar.

Where do I find instructions?

Click the **Help** icon in the bottom toolbar, and select Screen Help or EHB Help.

What document types are allowed as attachments?

The allowable document types for EDM submissions are:

- .doc
- .docx
- .jpg
- .jpeg
- .msg
- .msgx
- .pdf
- .ppt
- .pptx
- .rtf
- .tif
- .txt
- .vsd
- .wpd
- .xfd
- .xls
- .xlsx

The maximum allowable document size: 100 MB